



# Human Resources

DATE POSTED: November 18, 2005

REQ. # 05-294

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 11-18-2005 TO 11-28-2005, but will remain open until filled.

DEPARTMENT/DIVISION
<b>PUBLIC WORKS - CODE COMPLIANCE</b>

POSITION AVAILABLE
<b>CODE ENFORCEMENT SUPERVISOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$36, 720.74 / year</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 741**  
**PAY GRADE: 19**  
**SALARY : \$36,720.74 - \$57,844.80**  
**CODE ENFORCEMENT SUPERVISOR**

**MAJOR FUNCTION:** This is an administrative, technical, coordinating, directing and enforcement position which includes Code Enforcement and Contractor Certification and Licensing Sections. Presents cases to Code Enforcement Board. Supervises and is responsible for administration, coordination and implementation and enforcement of county's Contractor Certification and Licensing Department and the ordinances contained in the county code of ordinances and compiled laws. This position is responsible directly to the Code Compliance Director.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Knowledge of County building and zoning regulations, county codes and ordinances, administrative and enforcement procedures.

**Abilities:** Must have the ability to understand and administer from the County Code and Compiled Law, Land Development Code and Florida State Statutes. Ability to express ideas clearly and concisely orally and in writing to assist in the research and assembly of data required for use in special studies and reports. Ability to meet and work with the general public and to explain and enforce regulations. Ability to read and interpret development and building plans.

**ESSENTIAL JOB FUNCTION:** Participates in the analysis of building permits for compliance with zoning regulations. Works with the zoning services section in the work of supplying zoning information and issuing occupancy and use permits to the public. Works with the zoning services section in explaining land development regulations to applicants. Reviews complaints regarding possible violations of the St. Lucie County Code. Conducts field investigations when necessary to determine the nature and extent of such violations and assist in preparation of such cases to Code Enforcement Board, law enforcement or State Attorney's Office as the case may be. Prepares cases and supervises all investigations on the environment for the Environmental Board. Performs related work as requested or assigned. Conducts field investigations as needed. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Frequent walking or standing. Must have the ability to negotiate ladders, rough terrain, various types of construction equipment. Good vision and hearing with or without correction.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Requires frequent investigations outdoors.

**WORK HAZARDS:** May be exposed to dangerous construction equipment and falling objects, as well as natural hazards such as insect and animal bites and severe weather conditions.

**SAFETY EQUIPMENT USED OR NEEDED:** May be required to wear hardhat as needed.

**EDUCATION:** Bachelors Degree in Business Administration, Public Administration or related field. A comparable amount of training and experience may be substituted for minimum education requirements.

**EXPERIENCE:** Five years progressively responsible experience in Code Administration, Law Enforcement or Building.

**LICENSE, CERTIFICATION OR REGISTRATION:** Must have a valid Florida Driver's License and maintain a good driving record. Must have F.A.C.E Levels I and II.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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